

## OUR RECRUITMENT PROCESS...



Here's what you need to know...





# Thank you for choosing Health & Social Care Services Ltd.



## Can you make a real difference to our clients?

Skills can be taught, but to be able to make a real difference to our clients every day, you need to care. We only appoint the finest staff to ensure that our clients receive outstanding clinical care.



## You care for them - we care for you

At **Health & Social Care Services** we aim to provide the best care possible, and to do that we need the best people for the job. We recognise how hard our staff work to ensure that our clients get the excellent service they have come to expect from HASCS.

**We therefore ensure we look after our staff, as much as they look after our clients...**



# Thank you for choosing Health & Social Care Services Ltd.



## You will be...

**supported and developed by a specialist clinical team.** Giving you the key skills you need to develop your career in a supportive environment.



## We are...

**committed to helping you grow** with regular training, supervision and development opportunities.



## You will have...

access to our **Employee Assistance Scheme**, along with a competitive salary and generous annual leave entitlement.





# What happens next?



**1**

## **Apply via Indeed, Total Jobs, CV Library or on our company website**


Send in your application form via any of these sites.



**2**

## **Our screening process**


Our recruitment team will aim to contact you within 48-72 hours for a telephone screening. Our screening is designed to find out a little more about you, and to confirm some key information about your experience and background. At this stage you must also confirm if your name has been added to the Disclosure & Barring Service Adults Barred List and we will ask for your Right to Work Documentation.



**3**

## **Your online interview**

We aim to move our candidates through the recruitment process as quickly as possible. Ideally, we will meet you online a few days after your screen to interview process has been completed. This is your opportunity to get to know us, and for us to learn about your qualities, skills and previous experience.



# What happens next?



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### Preparation

In preparation you can ensure you have the following proof of ID to include:

- **Proof of right to work in the UK:** A current Passport or Biometric Residence Permit.
- **Second identity document:** A current Driving Licence or your Birth Certificate.
- **Proof of Address:** A Council Tax Bill (issued within the last 12 months) or a bank statement / or a utility (gas or electric) bill (issued within the last 3 months).

## 5

### Referees

We also need you to provide us with **two references**:  
After your interview you will be notified as soon as possible about whether you have been successful or not. If successful you will either be offered a position, or depending on the position you have applied for, you may be invited to a further stage interview.



# What happens next?



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## Your induction

### **Congratulations we have offered you a role!**

As soon as all the paperwork and checks are completed, you will take part in your induction, necessary training and be issued with your Staff Handbook.

Your induction gives you the opportunity to begin to get to know your new role and responsibilities. You will complete your mandatory training, and any specialist training required, as well as get the chance to meet other colleagues, and work with them.

*Best of luck with your application.*

**HASCS** 

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